Governor Janet Napolitano

Personal Hardware Use Request Form

■ Unit 1	End User		
Applicant's Name	Last	First	LAN ID
Dept and Address	Dept	Address	
Phone # and Email	( )	Email Address **(required)**	
Applicant's Signature		Date	
Personal Hardware (**Provide details**)			
Business Justification			

■ Unit 2	Manager's Approval	
Name	Last	First
Email Address		
Title		Phone
Signature		Date

■ Unit 3	Assistant Director Approval	
Name	Last	First
Email Address		
Title		Phone
Signature		Date
Comments		

■ Unit 4	Security and LAN Manager Approval/Denial		
Date Received	Date Completed	Initials	Approved/Denied
Name	Last	First	
Email Address			
Title			
Signature		Date	
Remedy Ticket No			
Comments			

■ **Unit 5**   **PERSONAL HARDWARE FORM INSTRUCTIONS**

All Personal Hardware Use requests will be routed to ADOA Information Security (AIS)

■ **Unit 1 End User Instructions**
The End User is the person requesting permission to attach personal hardware to ADOA Information Resources for business purposes only. Please review the ADOA Standard A800-M3-S02 (http://ibook.state.az.us/adoa_ais/policys_and_standards.asp) before forwarding the request to your manager for approval.

■ **Unit 2 Manager's Approval Instructions**
The Manager is approving the End User request based on Business requirements and the Business Justification included by the End User. Once approved, forward the form to the Division Assistant Director for Approval.

■ **Unit 3 Assistant Director Approval**
Please review the Business Justification and fax the Approved form to AIS.

■ **Unit 4 For AIS Use only**

PLEASE FAX - 602-542-0095

- All NEW personal hardware use requests will be processed through AIS.
- Final Approval/Denial will be forwarded back to the Assistant Director and Manager.